

Reminder Task Duplicate Button - Tip #39

The duplicate button can be found within the Task Items area on the [Reminder Task] record screen. This feature is useful when the user needs to recreate a Task Item with only a few changes. To use the duplicate button, click the record to be duplicated once, to highlight it. This will enable the duplicate button. Click on the *Duplicate...* button and a copy of that Task Item will be created. A new record with (Copy) appended to the name will appear at the end of the Task Item list in the sub form.

Reminder Task Record View

Reminder_Task: 1 of 4 records in selection

✓
Accept

✕
Cancel

↶
Record

⌂
More

🖨
Print

❓
Help

ID: 1

GENERAL INFORMATION

Task Name: My Reminder Task

Owner: Christie

Table: PTO_Actions

Task Items

Add...

Edit...

Delete...

Duplicate...

Task Item Type	Information
Email	Technology Case No. «(Technology)Case_Number»
Email	People with Keyword Test
Email	Point of Contact: Attorney
Action	Action Item 15 - Tech Transfer Office Action Item
Chron	TA - Tech Adhoc
Chron	TA - Tech Adhoc(Copy)

Number of Task Items: 6

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Highlight the (Copy), click the *Edit...* button, and the record will be opened in its simple input form. Now the user is free to make the necessary changes to the record.

Reminder Task Item Simple Input

Reminder_Task: 1 of 4 records in selection

✓
Accept


✗
Cancel

Reminder Task Item

Reminder Task Name

Task Item Type
☐ Email Message ☐ Create Action Item ☒ Create Chronology

Chronology
Type
Detail

 TechTracS